

Vacancy Announcement

for

U.S. Embassy, Baghdad

ANNOUNCEMENT NUMBER: TCN-10-26

OPEN TO: Third Country Nationals Only

POSITION: Financial Management Specialist; FSN-10

OPENING DATE: Dec 26th, 2010

CLOSING DATE: January 8th, 2010

WORK HOURS: Full-time; 40 hours/week

SALARY: \$36,072 per annum (plus 35% Differential of basic salary; 15% of basic salary for Unique Conditions of Work Allowance) **Paid in US Dollars.**

LENGTH OF HIRE: 1 - 5 years (1 year with 4 optional years)

The Iraq Support Unit, U.S. Embassy in Amman, is seeking an individual for the position of Financial Management Specialist in the Financial Management Office of U.S. Embassy Baghdad.

BASIC FUNCTION OF THE POSITION

The incumbent serves as the principal advisor to the American Financial Management Officer on all matters concerning financial management operations at the US Embassy, Baghdad and supervises the development, implementation, application, coordination and management of financial operations at post for State and other agencies. Incumbent is responsible for preparing, executing and providing analytical reports, explanations and justifications for post's annual and mid-year budget and financial for D&CP, ICASS, PD, OBO and representational expenditures. The incumbent directly supervises four Locally Employed (LES) Budget Analysts. The incumbent also manages daily Financial Management operations at the Embassy, analyzing, developing and enhancing workflow and operating procedures as required; and serves as key Embassy liaison with Facility Management Office (FSC), and the Embassy's local depository bank on all financial management operations of the Embassy.

The Universal Application Form, TCN program benefits and FAQs can be found at:

http://iraq.usembassy.gov/hr_tens.html

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Completion of university degree in accounting or financial management is required.
2. Prior work experience of no less than five (5) years of accounting, which includes three (3) to five (5) years supervisory experience.
3. Language requirements include fluency in English (level 4).
4. Thorough knowledge of professional accounting and internal management concepts, including close familiarity with volumes 3, 4 and 6 of the Foreign Affairs Manual (FAM) and all pertinent operating and administrative manuals related to Embassy financial operations; thorough knowledge of the functions and organizational structure of Embassy's sections and service agencies, as well as knowledge of agencies' specific regulations applicable to Financial Management;
5. Must possess a high level of interpersonal skills in order to be able to gain acceptance of recommendations relative to financial management issues. Must possess a high level of skills in articulating (orally and in writing) complex issues and relationships between functions/programs/projects and funding options. Must be able to supervise subordinates effectively to ensure effective performance of work on a timely basis and to ensure that workforce is properly trained and motivated. Must be able to relate funds management with Mission, programs and projects of the post. Must be able to understand financial management implications of changes of priorities, tempo, and directions of programs and projects and be able to recommend corresponding adjustments to financial plans. Must be able to relate changes to funding level brought about by reductions in allotments due to budget cuts, variations in exchange rates, increased costs of materials and labor etc., and advise appropriate management officials accordingly, concerning program implications. Must have good customer service and leadership skills.

SELECTION PROCESS

It is essential that candidates address the required qualifications above in the application to meet the required qualifications.

TO APPLY

Applicants for this position must submit the following information:

1. Universal Application for Employment DS-174, as a Third Country National (TCN);
2. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION MATERIALS TO THE FOLLOWING EMAIL ADDRESS:

TCNISUAmman@state.gov

FOR INQUIRIES PLEASE EMAIL

TCNISUAmman@state.gov

POINT OF CONTACT

Telephone: (962) (6) 590-6832 / 590-6828

FAX: (962) (6) 5906869

CLOSING DATE FOR THIS Vacancy Announcement: January 8th, 2010

The U.S. Mission in Baghdad provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Approved: WGooding BGD/DHRO

Approved: JMartin BGD/FMO

Drafted: LAbdulahadi ISU/HR

Appendix A

DEFINITION

A third-country national (TCN) is an individual who meets the following criteria.

- (1) Is neither a citizen of the United States nor of the country to which assigned for duty.
- (2) If employed, is eligible for return travel to the TCN's home country or country from which recruited at U.S. Government expense.
- (3) Is on a limited appointment for a specific period of time.
- (4) Encumbers a direct-hire, personal service agreement (PSA) FSN position covered under the TCN local compensation plan. Such an employee normally is recruited from outside the host country and relocated from the point of recruitment to the host country. The return travel obligation assumed by the U.S. Government may have been the obligation of another employer in the area of assignment if the employee has been in substantially continuous employment which provided for the TCN's return to home country or country from which recruited.

Hired TCN Staff are considered separate from the Locally Employed Staff (LES) because they have separate Local Compensation Plan and nationalities. Candidates are expected to be employed at the U.S. Mission in Iraq from one to five years.

Appendix B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information which equates to the information found on the DS-174.

Failure to submit the required information may result in the applicant not being considered for the vacancy.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (see top of page)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. Permanent U.S. Resident (Yes or No; if YES, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Special Accommodations the Mission needs to provide (Yes or No; if yes, provide explanation)
- J. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class/Type
- K. Days available to work
- L. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- M. Education
- N. License, Skills, Training, Membership, & Recognition
- O. Language Skills
- P. Work Experience
- Q. References

Capsule Position Description-Financial Management Specialist, FSN-10

The incumbent of this position serves as a senior member of the Baghdad Financial Management Team, reporting directly to the Financial Management Officer (FMO) in Baghdad. Acts as local advisor to the FMO and supervises the daily operations of the Financial Management Office by managing workflow, resources, staff, etc, and ensures that all assigned tasks are completed correctly, and in a timely manner. Ensures optimum performance and usage of financial automated systems (RFMS, ECS, TM, Win-ACS, T&A, MS & NT etc) used by Financial Management Office. Closely monitors and oversees the operations of the annual field budget and the mid-year financial plans for several State and other Agency allotments, and budget accounting operations in the FMO. Plans FMC staff trainings, evaluations and their professional development.